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ABSTRACT

This manual lists skills in the area of writing (including composition, mechanics, and structure/usage) considered essential for pupils to progress to the next higher level of achievement. The skills, described in terms of behavioral objectives, are listed according to grade, and grades kindergarten through 12 are covered. Students at the lower levels are expected to be able to perform such tasks as identifying the correct meaning of rebus sentences, the correct use of a question mark, or the appropriate word order in a sentence, while students at upper levels must demonstrate their reading ability by identifying the correct use of transition within a paragraph, constructing a comparison/contrast paragraph, or writing a precis of material studied at grade level. A list of educational consultants and their addresses is attached. (ARH)

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ESSENTIAL SKILLS

Writing

Kentucky Department of Education
Alice McDonald, Superintendent of Public Instruction
November, 1984

CS211212

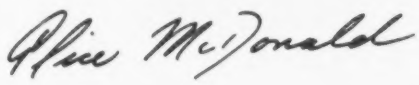
FOREWORD

The 1984 Kentucky General Assembly enacted legislation calling for the teaching and testing of essential skills in reading, writing, spelling, mathematics and library/research/reference in every grade in Kentucky schools. Educators from throughout the state worked together to prepare the lists of skills considered essential for pupils to progress to the next higher level of achievement.

It must be emphasized that the essential skills listed in this manual do not replace the curriculum in any school district. Rather, each curriculum should include these skills as well as those additional skills considered necessary for the development of an educated individual.

Student mastery of the essential skills in reading and mathematics will be tested in the spring of 1985 and every year thereafter. The essential skills in writing, spelling and library/research/reference will be tested in the spring of 1986 and every year thereafter.

On behalf of the Department of Education, I wish to thank all those educators who gave their time and talent to this very important task. Their dedication was an inspiration to us, and their work has made a significant contribution to Kentucky.



Alice McDonald
Superintendent of Public Instruction

ACKNOWLEDGMENT

On behalf of the Office of Instruction, I want to express our appreciation to those who have contributed to the development of this document. The staff of the Division of Program Development provided excellent guidance in the development of the lists of essential skills. The Office of Research and Planning provided assistance in the area of general skills assessment.

The contributions and recommendations from the many educators and lay citizens who reviewed the lists of skills as a part of the state-wide review process were invaluable. Their involvement assures that these essential skills form an appropriate academic foundation which will serve us well as we move toward excellence.

The specific individuals who aided in the development of this list of essential skills are named at the end of the document. It is to them that we owe special thanks.

James Fouche', Associate Superintendent
Office of Instruction

ESSENTIAL SKILLS
WRITING

PREFACE

The essential skills in writing have been identified in the major areas of composition, mechanics, and structure/usage. Mechanics and structure/usage skills can be readily tested through objective measures and comprise a large portion of the essential skills list. Actual skill in composition is less able to be tested through an objective measure, but it is essential and the ultimate goal of the writing program. The skills in this list marked with an asterisk are generally the composition skills which teachers must emphasize. At this time, the final assessment of a student's performance in composition will rest with the teacher.

Objective tests can measure writing skills by having students identify correct or incorrect applications in written work and/or select appropriate applications of a skill. This constitutes the student's ability to edit the work of another and/or the student's understanding of the skill. Although mastery of these skills is essential, not all students who master them become equally able to apply them in their own written work. Failure to master these skills will, however, adversely affect a student's ability to communicate through composition. The writing skills listed here comprise only a framework which an individual school district must embellish into a full writing program. The goal of such a program and of the mastery of the individual skills is to enable students to communicate effectively through composition.

Those who teach writing in Kentucky are encouraged to become familiar with the philosophy of the teaching of writing as advocated by the National Council of Teachers of English. Special attention should be given to the ideas and activities espoused by the Bay Area Writing Project and its affiliates. This information can be obtained through the publications of NCTE, *English Journal* and *Language Arts*, and by attending the conferences and workshops of NCTE and the Kentucky Council of Teachers of English.

A grade level by which mastery of the skill should be obtained and at which the skill will be tested is indicated for each skill listed. The grade at which the skill is to be introduced must be determined by the school district, but it should occur one or more years prior to the mastery level. Instruction in the skill should also be maintained beyond the indicated mastery level to ensure that students retain mastery as they progress to more and varied applications of the skill. Once tested for mastery, a skill is subject to retesting at subsequent grade levels.

ESSENTIAL SKILLS
WRITING

KINDERGARTEN

The student will:

W00001 Use writing tools correctly. *

W00002 Follow left to right, top to bottom progression. *

W00003 Copy first and last names from a model using upper and lower case letters. *

W00004 Copy some upper and lower case letters from a model. *

W00005 Copy numerals 0-10 from a model. *

* Required but not part of multiple-choice format

ESSENTIAL SKILLS
WRITING

GRADE 1

The student will:

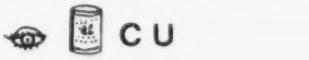
W01001 Interpret orally a drawing created by self or others. (Identify the correct interpretation of a drawing.)

W01002 Develop pre-writing skills orally through language experience charts.*

W01003 Write upper and lower case letters accurately without a model. (Identify upper and lower case letters.)

W01004 Write first and last names without a model using upper and lower case letters. *

W01005 Identify correct meaning of rebus sentences.*

Example: 1.  C U
2. I can see you.

W01006 Use (Identify) accurate spacing between letters in a word and between words in a sentence. *

* Required but not part of multiple-choice format

Note: *Skills and verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 2

The student will:

W02001 Write (Identify) a simple sentence.

W02002 Express ideas in writing (The child may use invented or non-traditional spelling). *

W02003 Identify the correct use of a period to terminate a telling sentence.

W02004 Identify the correct use of a question mark to terminate an asking sentence.

W02005 Identify the correct use of a capital letter for the pronoun I.

W02006 Identify the correct use of a capital letter for the beginning letter of the first word of a sentence.

W02007 Identify the correct use of capitals for the first letters of proper nouns (people, places).

* Required but not part of multiple-choice format

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 3

The student will:

W03001 Write (Identify) simple sentences in response to specified ideas/ topics.

W03002 Identify correct word order in a simple sentence.

W03003 Identify the correct use of an exclamation point to terminate an exclamatory sentence.

W03004 Identify the correct use of a period in Mr. and/or Mrs., and abbreviations for days of the week and months of the year.

W03005 Identify the correct use of capitals for the first letters of proper nouns (months, days of the week including abbreviated forms, and holidays).

W03006 Identify the correct use of capital letters for titles used with names of persons (e.g., Dr. Smith, Mr. and Mrs. Jones).

W03007 Express ideas in a sequence.

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 4

The student will:

W04001 Write simple sentences which apply mechanics and structure/usage skills identified for mastery Grades 1-4. •

W04002 Write (Select) related sentences to tell a story.

W04003 Write a friendly letter. •

W04004 Identify the correct use of a comma in the greeting and closing of a friendly letter.

W04005 Identify nouns and verbs which are appropriate in meaning for a given context.

W04006 Identify pronouns which are appropriate in meaning for a given context.

• Required but not part of multiple-choice format

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 5

The student will:

W05001 Write expanded simple sentences in response to specified ideas/topics. •

W05002 Write expanded simple sentences which include descriptors and which apply mechanics and structure/usage skills identified for mastery Grades 1-5. •

W05003 Develop (Identify) a topic sentence in response to a specified topic/idea and identify supporting details.

W05004 Write a paragraph explaining "how to" do something. •

W05005 Identify the correct use of commas to separate a series of items.

W05006 Identify the correct use of commas to separate date from year and city from state.

W05007 Identify the correct use of an apostrophe in contractions (verb plus negative: can't, won't, isn't; pronoun plus verb: I'm, you're, he's, it's).

W05008 Identify the correct use of capital letters in the names of geographical locations (e.g., Rocky Mountains, Sahara, Mississippi River).

W05009 Identify the correct use of capital letters in the names of nationalities.

• Required but not part of multiple-choice format

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 6

The student will:

W06001 Compose friendly letters in response to specified situations. *

W06002 Write (Select) a paragraph with a topic sentence and supporting details. *

W06003 Write a summary of fictional material studied at Grade 6. *

W06004 Identify the correct use of capital letters for the first word in the greeting and closing of a friendly letter.

W06005 Identify the correct use of capital letters for the first word and important words of titles.

W06006 Combine two or three simple sentences by using compound subjects and/or compound predicates.

W06007 Identify coordinating conjunctions which are appropriate in meaning for a given context.

W06008 Combine two simple sentences to form a compound sentence.

* Required but not part of multiple-choice format

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 7

The student will:

W07001	Write (Select) compound sentences in response to specified ideas/ topics.
W07002	Write a paragraph for a specified purpose and audience. *
W07003	Identify the correct use of capital letters for names of historical events.
W07004	Identify the correct use of commas in a series of phrases.
W07005	Identify the correct use of commas in a compound sentence.
W07006	Identify the verb which is appropriate in number for a given context.
W07007	Identify the verb which is appropriate in tense for a given context.
W07008	Select a prepositional phrase which is appropriate in meaning for a given context.

* Required but not part of multiple-choice format

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 8

The student will:

W08001 Write a paragraph with related, supporting details for a specified purpose. *

W08002 Write a summary of Social Studies material studied at Grade 8. (Select the correct summary of a given written passage.)

W08003 Identify the correct use of apostrophes in possessives.

W08004 Identify the appropriate use of adjectives in context.

W08005 Identify the appropriate use of adverbs in context.

W08006 Identify prepositional phrases in a simple sentence.

W08007 Identify the correct use of transitions between sentences to show inter-relatedness.

W08008 Select the best correction for a run-on sentence.

* Required but not part of multiple-choice format

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
WRITING

GRADE 9

The student will:

W09001 Write simple, compound, and complex sentences in response to specified items/topics studied at Grade 9.

W09002 Write simple and compound sentences which apply mechanics and structure/usage skills identified for mastery Grades 1-9. *

W09003 Write a summary of specified material appropriate to grade level. *

W09004 Write descriptive, narrative, and expository paragraphs. *

W09005 Apply all mechanics, structure, and usage skills identified for mastery Grades 1-9.

W09006 Identify correct end punctuation.

W09007 Identify correct use of commas in a series.

W09008 Identify the correct use of commas in dates and addresses.

W09009 Identify correct use of punctuation in greetings and closings of friendly and business letters.

W09010 Identify the correct use of quotation marks to enclose titles of articles and short stories or poems in collections.

W09011 Identify the correct use of underlining in titles of books, movies, and periodicals.

W09012 Identify simple and compound sentences and their correct punctuation (including sentence-combining).

W09013 Identify the correct form of a pronoun for use in a given context.

W09014 Identify the verb which is appropriate in number for a given context.

W09015 Identify the verb which is appropriate in tense for a given context.

* Required but not part of multiple-choice format

ESSENTIAL SKILLS
WRITING

GRADE 10

The student will:

W10001 Write a summary of specified material studied at Grade 10. *

W10002 Demonstrate the ability in writing to express personal feelings and ideas and/or to respond to certain demands of the school or society through a single paragraph, a series of related paragraphs, essays, a friendly letter and a business letter, including: *

A. Selecting, restricting and developing ideas appropriate for the audience

B. Spelling correctly

C. Applying mechanics skills identified for mastery Grades 1-10

D. Applying structure/usage skills identified for mastery Grades 1-10

E. Revising and editing for final copy

W10003 Apply all mechanics, structure, and usage skills identified for mastery Grades 1-10.

W10004 Identify the correct use of commas in a series of clauses, introductory elements, and interrupters.

W10005 Identify the correct use of a colon to introduce a list of items in a sentence.

W10006 Identify the correct use of a semicolon to separate phrases or clauses which contain commas.

W10007 Identify the correct use of quotation marks in direct quotations.

W10008 Identify correct use of capital letters in titles, dialogue, and quotations.

W10009 Identify simple, compound, and complex sentences and their correct punctuation (including sentence-combining).

W10010 Identify correct use of transition within a paragraph (e.g., chronological order, comparison/contrast).

* Required but not part of multiple-choice format

WRITING
Grade 10, continued

W10011 Identify lack of unity within a paragraph.

W10012 Identify the agreement of number and person between a pronoun and its antecedent.

W10013 Distinguish between examples of standard and non-standard English construction (e.g., hisself, himself; of, have; theirself, themselves; idea, ideal; double negatives).

W10014 Identify the main idea of a paragraph as expressed in the topic sentence.

ESSENTIAL SKILLS
WRITING

GRADE 11

The student will:

W11001 Demonstrate the ability in writing to express personal feelings and ideas and/or to respond to certain demands of the school or society through a single paragraph, a series of related paragraphs, essays, and a business letter, including: *

A. Selecting, restricting and developing ideas appropriate for the audience

B. Spelling correctly

C. Applying mechanics skills identified for mastery Grades 1-10

D. Applying structure/usage skills identified for mastery Grades 1-10

E. Revising and editing for final copy

W11002 Construct a comparison/contrast paragraph.

W11003 Write simple, compound, and complex sentences which apply mechanics and structure/usage skills identified for mastery Grades 1-10.

W11004 Write simple, compound, and complex sentences in response to specified items/topics studied at Grade 11.

W11005 Apply mechanics, structure and usage skills identified for mastery Grades 1-10.

W11006 Identify simple, compound, complex, and compound-complex sentences and their correct punctuation (including sentence-combining).

* Required but not part of multiple-choice format

ESSENTIAL SKILLS
WRITING

GRADE 12

The student will:

W12001 Demonstrate the ability in writing to express personal feelings and ideas and/or to respond to certain demands of the school or society through a single paragraph, a series of related paragraphs, essays, and a business letter, including: *

A. Selecting, restricting and developing ideas appropriate for the audience

B. Spelling correctly

C. Applying mechanics skills identified for mastery Grades 1-10

D. Applying structure/usage skills identified for mastery Grades 1-10

E. Revising and editing for final copy

W12002 Construct a precis of material studied at grade level.

W12003 Construct persuasive and argumentative paragraphs.

W12004 Demonstrate the ability to select, research, and organize a topic and produce a research paper including appropriate documentation.

W12005 Apply mechanics, structure, and usage skills identified for mastery Grades 1-10.

*Required but not part of multiple-choice format

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